

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Agenda Report - Final

Wednesday, January 14, 2009

1:00 PM

Conference Room C

Financial and Administrative Committee

1. **Call to Order**

Chair Paxton called the meeting to order at 1:30 p.m.

2. **Pledge of Allegiance**

3. **Approval of Minutes**

Regular and two Executive Session Minutes from January 7, 2009.

- 3.1 [09-1142](#) Minutes from January 7, 2009.
Attachments [F&A 01.07.09](#)

4. **Added to Agenda Items**

5. **Public Comment**

6. **Old Business**

- 6.1 **08-0924** Resolution Authorizing the Director of Public Works to execute a Plat of Easement Vacation in the Melody Lake Subdivision in the Village of Mettawa.
- The Village of Mettawa has requested that the County vacate a water distribution and utility easement in the Melody Lake Subdivision at the southeast corner of Route 60 and Riverwoods Road.
 - The existing easements that were dedicated as part of the original subdivision in 1962, contain no active public utilities, and are no longer necessary and may be vacated.
 - The County has received detailed information on the proposed development plan for the parcel and has received confirmation of necessary offsite easements that will allow construction of sewer mains to be able to serve the subject parcel.
 - A Plat of Easement Vacation has been prepared that identifies the existing water distribution and utility easements that are to be vacated.
 - This resolution authorizes and directs the Director of Public Works to execute the Plat of Easement Vacation on behalf of the County.

7. **New Business**

Health & Community Services

- 7.1 [09-1055](#) Incumbent Worker Training Grant Resolution to enter into an agreement with Base-Line II, Inc.
- In response to a news release, Base-Line II, Inc. expressed interest in the incumbent worker training program. Base-Line II, Inc. located in

Gurnee, has been in business for 5 years; employs 24 full time employees that manufacture printing press products.

- After consultation with Base-Line II, Inc. a training plan was prepared to train 20 employees for a total of 8 hours per person for three (3) employees on fork lift training and safety and 2 hours per person for 17 employees on diverse communication styles for the advancement of a more professional and safety conscious environment.
- The state requires that an employer with 50 or less employees provide 10% of the cost of the training. The policy also states that employee wages & fringes can be used to off-set the employer match without employer having to pay additional funds out of pocket. The total cost of training is \$2,100. Lake County Workforce Development will reimburse \$2,100 and the company will provide hourly wages of \$210 for their portion of the match. Cost per employee is \$105 for 2 to 8 hours of training for each employee.

Public Works & Transportation

- 7.2 [09-1147](#) Joint resolution providing: 1) An appropriation of \$650,000 of Motor Fuel Tax funds for 2009 Patrol One for the supply of ice control material and designated as Section 09-00000-00-GM; and 2) Authorizing a line item transfer of \$650,000 from account 268-4300030-85020 to account 268-4300040-65030.
- 2009 MFT Appropriation and Line Item Transfer: Ice Control Materials.
 - Patrol I are those maintenance materials and activities paid out of the Motor Fuel Tax fund and include material supply contracts such as ice control salt.
 - At this point in the 2008-2009 winter season there has been 44 snow events compared to 25 snow events last year at this same point in time.
 - The amount of the 2008 appropriation for Patrol One salt materials has proven to be inadequate for the 2008-2009 snow season.
 - An appropriation of \$650,000 is made from the Motor Fuel Tax Fund.
 - A like reduction is made in the construction portion of the Motor Fuel Tax Fund 2009 Budget.
- 7.3 [09-1126](#) Joint resolution authorizing execution of a Memorandum of Understanding regarding sanitary sewer connection fees with the North Shore Sanitary District for the fairgrounds properties.
- The County entered an Agreement for Sewage Disposal effective March 21, 1994 with the North Shore Sanitary District (NSSD), which Agreement was last amended October 9, 2007.
 - The County and NSSD have mutually agreed to allow the transfer of Population Equivalents from the former Lake County Fairgrounds site to the future fairgrounds site for the purpose of connection fee calculations.
 - The parties have agreed that connection fee charges shall be based on the incremental increase in population equivalents between the former fairgrounds site and the future fairgrounds site and to memorialize this

understanding in a Memorandum of Understanding.

- This resolution authorizes the director of Public Works to execute a Memorandum of Understanding with the North Shore Sanitary District for the fairground properties.

Attachments [2009 01 08 LCPW-NSSD MOU.pdf](#)

7.4 **09-1131**

Joint resolution authorizing execution of a Memorandum of Understanding regarding sanitary sewer connection fees with the Village of Grayslake for the fairgrounds properties.

- The County entered an Amended and Restated Agreement for Sewage Disposal effective March 8, 2005 with the Village of Grayslake, which agreement was last amended April 10, 2007.
- The County and the village have mutually agreed to allow the transfer of population equivalents from the former Lake County Fairgrounds site to the future fairgrounds site for the purpose of connection fee calculations.
- The parties have agreed that connection fee charges shall be based on the incremental increase in population equivalents between the former fairgrounds site and the future fairgrounds site and to memorialize this understanding in a Memorandum of Understanding.
- This resolution authorizes the director of Public Works to execute a memorandum of Understanding with the Village of Grayslake for the fairground properties.

Attachments [2009 01 08 LCPW-Grayslake MOU.pdf](#)

Financial & Administrative

7.5 **09-1128**

Resolution authorizing the Purchasing Agent to negotiate a two (2) year contract with three (3) additional one (1) year renewal options with Call One in Chicago, IL and Telcom Innovations Group, in Itasca, IL, for Voice Communication Services in the estimated annual amount of \$232,164; two year total of \$464,328.

- Lake County desires to enter into a contract for Voice Communication Services.
- Lake County extended requests to 34 potential vendors and seven (7) proposals were received.
- The Information Technology Department evaluated all proposals.
- Call One and Telcom Innovations Group is recommended as the firm that best meets the needs of the County based on RFP evaluation criteria.
- This contract will cost the County an estimated annual amount of \$232,164; two year total of \$464,328 and will be charged to various accounts.

7.6 **09-1129**

Resolution authorizing the chair of the board to enter into an agreement with Nationwide Retirement Solutions, Dublin, Ohio for Deferred Compensation Plan Services.

- Lake County desires to enter into an agreement for Deferred Compensation Plan Services.
- Lake County extended Requests for Information to twenty (20) potential vendors and ten (10) responses were received.
- The departments of Human Resources and Financial and Administrative Services reviewed all responses and retained the services of Buck Consulting, Chicago IL to evaluate and rate the responses.
- Nationwide Retirement Solutions is recommended as the firm that best meets the needs of the County.

7.7 [09-1025](#) Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds.

- Line item transfers in various funds between line items in the FY2008 budget are needed to align expenses with correct accounts.
- The County Board must approve line item transfers under certain conditions.
- A listing of the various transfers is attached to the resolution.

Attachments [Line Item Transfers Jan 09 for FY 2008 Budget](#)

7.8 [09-1135](#) Ordinance abating the amount the Lake County clerk is directed to levy for the Series 2008 General Obligation Refunding Bonds (Sales Tax Alternate Revenue Source) for the 2008 assessment year as prescribed by an ordinance adopted by the Lake County Board on August 12, A.D. 2008.

- When the County issued these bonds they were issued as alternative revenue bonds, which means that the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue it must pay for the debt service with tax levy funds. For that reason there is actually a tax levy in the County clerk's records for payment of principal and interest on these bonds.
- Each year the County must determine that it has sufficient funds to pay for the debt service and file a resolution with the County clerk that there is no need of a tax levy to pay debt service. This is called tax abatement and this resolution authorizes the abatement.

7.9 [09-1136](#) Ordinance reducing the amount the Lake County clerk is directed to levy for Special Service Area No. 10 (North Hills) for the 2008 assessment year as prescribed by an ordinance adopted by the Lake County Board and filed with the County clerk on February 11, 1997 which provides for the levy and collection of a direct annual tax sufficient to pay the principal and interest on Special Service Area No. 10 bonds.

- Special service areas are created to allow improvements to be made and debt to be issued to pay for these improvements. The debt service is then paid for by a special tax levy.
- Each year a separate tax is levied on the properties within the

designated area to pay the debt service issued to pay for the improvements.

- In the case of the SSA #10 there were monies received from the sale of the bonds that were not used. These funds then can be used to help pay for that debt. Each year part of those funds is used to lower the tax levy.
- This resolution authorizes the taxes to be abated.

7.10 [09-1137](#)

Ordinance abating the amount the Lake County clerk is directed to levy for the Series 2005 General Obligation Refunding Bonds (Sales Tax Alternate Revenue Source) for the 2008 assessment year as prescribed by an ordinance authorized by the Lake County Board on March 8th, A.D., 2005.

- When the County issued these bonds they were issued as alternative revenue bonds, which means that the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue it must pay for the debt service with tax levy funds. For that reason there is actually a tax levy in the County clerk's records for payment of principal and interest on these bonds.
- Each year the County must determine that it has sufficient funds to pay for the debt service and file a resolution with the County clerk that there is no need of a tax levy to pay debt service. This is called tax abatement and this resolution authorizes the abatement.

7.11 [09-1138](#)

Ordinance abating the amount the Lake County clerk is directed to levy for the Series 2001 General Obligation Refunding Bonds (Sales Tax Alternate Revenue Source) for the 2008 assessment year as prescribed by an ordinance adopted by the Lake County Board on October 9, A.D. 2001.

- When the County issued these bonds they were issued as alternative revenue bonds, which means that the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue it must pay for the debt service with tax levy funds. For that reason there is actually a tax levy in the County clerk's records for payment of principal and interest on these bonds.
- Each year the County must determine that it has sufficient funds to pay for the debt service and file a resolution with the County clerk that there is no need of a tax levy to pay debt service. This is called tax abatement and this resolution authorizes the abatement.

7.12 [09-1127](#)

Committee Action authorizing the Information Technology Department to eliminate a vacant Sr. Cadastral GIS Technician position (Grade 10) and create an Associate Application System Analyst Programmer (Grade 11).

- There has been exponential growth in the Lake County Website and Document Management.

- An additional entry level team member would allow Information Technology to cross train and back-up Web/Documentation sections of the IT department.
- Cost for the difference in entry level salary is \$3,928.

Attachments [F & A IT upgrade 1.8.09](#)

7.13 [09-1122](#)

Resolution authorizing the appointment of Robert Szarzynski, Human Resource Manager, as Lake County's IMRF Authorized Agent.

- Appointment of Robert Szarzynski, as Lake County's IMRF Authorized Agent
- Authority to administer Lake County's pension plan

Attachments [FA IMRF authorized agent, szar, robert Resolution 1.7.08](#)

8. Executive Session

8.1 Executive Session to discuss a personnel matter in the County Administrator's Office

8.1.a [09-1130](#)

Committee Action approving the reclassification of one (1) part-time position in the Communications Division of the County Administrator's Office.

8.2 Executive session to discuss pending litigation

9. County Administrator's Report

9.1 Update on Job Order Contracting (JOC)

10. Adjournment